



## Job Description

**Job Title:** Policy Analyst  
**Reports:** Director Legal Affairs and Policy  
**Department:** Legal Affairs and Policy

**FLSA Status:** Exempt

**Summary /Overview:** The Policy Analyst is responsible for reviewing, interpreting and disseminating information on federal and state regulations and laws impacting the implementation of the Affordable Care Act (ACA). He/she will help transform these laws and regulations into policy and platform development, compliance and communication. This role supports the goal of controlling rising health care costs and improving patient care by supporting the establishment of the statutory, regulatory, and monitoring/oversight infrastructure to implement health care reform in Connecticut. This role has no supervisory responsibilities and reports to the Director of Legal Affairs and Policy.

### Essential Duties and Responsibilities

- Establish and maintain expertise on the ACA and all federal and state regulations and guidance related to the operation of the Exchange
- Establish and maintain expertise on the Exchange's Enabling Statute and policies and procedures required to implement the ACA in Connecticut
- Provide policy support and ACA knowledge to all departments in the Exchange to ensure compliance with new or existing federal and/or state laws and regulations respecting the implementation of the ACA
- Monitor and raise to Director of Legal Affairs and Policy emerging trends in the market, both locally and nationally, with regard to health reform and health insurance that support the Exchange's vision and mission
- Identify specific policy research needs and prepare drafts for review of analytical pieces including hearing testimony, comment letters, one-pagers, white papers, policy updates, surveys, fact sheets, etc.
- Engage in public speaking on the ACA and the Exchange in front of a variety of audiences including external stakeholders, business groups, community serving organizations, and the general public
- Work with external vendors to ensure compliance with state and federal laws and regulations so that platform changes or communications are consistent with the goals of the Exchange
- Work with the Center for Consumer Information and Insurance Oversight (CCIO) to ensure compliance of Exchange operations with federal regulations and effectively communicate the Exchange's position on proposed rules
- Work with other State agencies, outside foundations and researchers, and with the Exchange Board to help prioritize and support external studies of Connecticut healthcare reform and the Exchanges' programs in particular
- Other duties as required

**Qualifications:** the requirements listed below are representative of the knowledge, skill, and/or ability required.

- Master's degree, or JD, or equivalent related experience, in public policy or related field (law, health insurance, economics, labor relations, business, or health services research).
- 2+ years' experience in public policy advisement/health policy research.
- Strong expertise in research, analysis, evaluation, and policy development.
- Must have thorough understanding of the ACA and existing Medicaid laws.

- Must have working knowledge of the health care industry, policy, financing and health insurance trends and issues, with a particular focus/knowledge of the Connecticut marketplace.
- Ability to effectively present information and respond to questions from stakeholders, agencies and professional organizations.
- Experienced and comfortable with public speaking.
- Ability to translate and synthesize complicated issue in lay terms.
- Proficiency with Microsoft Office, including Word, Excel, PowerPoint.
- Excellent communication, interpersonal, and organizational skills.

**Physical Demands:** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

**Work Environment:** this is an in office role in which the noise level in the work environment is usually low. Requires fast-paced deadlines and has a high stress level at times. Some presentations to the Board of Directors required. Occasional travel.

**Equal Opportunity Employer**